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# BADM 100.02: Introduction to Business

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BADM 100, Introduction to Business- Section 01  
 Fall Semester, 2002 – Tuesday&Thursday;11:10  
 am-12:30 pm, GBB 106

***This Syllabus, Assignment Sheet, and Power  
 Point Slides are available on the web at:  
[www.business.umt.edu/faculty/furniss](http://www.business.umt.edu/faculty/furniss)***

***To print this syllabus as a word document click  
 here.***

**Mission Statement:** The faculty and staff of the School of Business Administration at The University of Montana-Missoula are committed to excellence in innovative experiential learning and professional growth through research and service.

### **Catalog**

**Description:** Nature of business enterprise; role of business in society; problems confronting; business management; career opportunities in business.

**Text:** Contemporary Business 2003, Boone & Kurtz

**Professors:** Prof. Jerry Furniss and Prof. Jack Morton

**Office:** Prof. Furniss - GBB 319, Prof. Morton - GBB 324

**Phone:** Prof. Furniss - 243-2062 (office), 728-5349 (home) (jerry.furniss@business.umt.edu)  
 Prof. Morton - 243-6717 (office), 728-4354 (home) (jack.morton@business.umt.edu)

**Office Hours:** Professor Furniss' Office Hours: Tuesday and Thursday 10:00 –11:00. I am also generally available at other times each day. Stop by at your convenience. Regardless of whether you have questions, please stop by my office or Professor Morton's office any time. Feel free to call us at our homes or our offices or email us.

**Exams:** Three objective (multiple choice/true-false) examinations will be given. Each exam will be worth a possible 100 points. **The exams will not be cumulative.** The examinations may cover lectures, class discussions, the text, videos, and any handouts or assignments. **Any exam missed will be made up on Tuesday, December 17<sup>th</sup> at 12:00 pm. in GBB 106.** You need not let me know that you missed an exam- just show up and I will have a makeup exam available for you on that date.

Exam #1 Tuesday, October 15<sup>th</sup>  
 (Hand back exam on Thursday, October 17<sup>th</sup>)  
 Exam #2 Tuesday, November 19<sup>th</sup>  
 (Hand back exam on Thursday, November 21<sup>st</sup>)  
 Exam #3 Thursday, December 12<sup>th</sup>  
 (all makeup exams will be

given on Tuesday, December 17<sup>th</sup> @ 12:00  
in GBB 106)

**\* (Make-up exams for any missed exam will be given on Tuesday, December 17<sup>th</sup> at 12:00 pm. in GBB 106)**

**Assignments:** Assignments may receive a maximum total of 50 points. For full credit, assignments must be turned in during class on the announced dates. ***A DETAILED ASSIGNMENT SHEET WILL BE FORTHCOMING and Posted on the web at [www.business.umt.edu/faculty/furniss](http://www.business.umt.edu/faculty/furniss)***

**Unannounced Quizzes:** *There will be 10 attendance quizzes throughout the semester. Each attendance quiz will be given at the end of the lecture and will count 5 points. I will count **only 8 of the 10** quizzes for a total of 40(8 x 5 points each) possible points. Official absences will be excused.*

**Total Possible Course Points:**

Exam 1 -----	100 points possible
Exam 2 -----	100 points possible
Exam 3 -----	100 points possible
Attendance Quizzes -----	40 points possible
Online Registration -----	10 points possible

(to receive the points, you must register no later than September 15<sup>th</sup>)

Assignments ----- 50 points possible

**Total Possible: -----300 points (the lower of the first 2 exam scores will be dropped)**

**Dropping the Lowest Test Score:** Total possible points are 300. For Final Grade purposes, I will not count the lower score of Exam 1 or Exam 2. **NOTE: Exam 3 is Mandatory!**

**Grades:** The final course grade will be determined by applying the University Catalog Grading Standard (A for excellent performance, B for above-average performance, etc.). At the end of the semester, we will determine the semester grade by assuming that those students who correctly answered the most questions will receive A's, those who miss approximately the class average number of questions will receive C's, etc.

**MANDATORY ONLINE REGISTRATION:** All scores (quizzes, assignments, tests and final letter grades) will be emailed to you as soon as they are entered. Grades will not be posted. ***In order to receive your scores, you must go to: <http://www.business.umt.edu/faculty/facultyresources/Email/email.asp> and register your email address and other pertinent information. Registering no later than September 15<sup>th</sup> is worth 10 points.***